



Town of Surf City

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Town of Surf City
Department of Public Utilities

Request for Qualifications for the
Town of Surf City
Wastewater Plant and Disposal Expansion Engineering & Consulting Services
February 2, 2022

The Town of Surf City invites qualified professional engineering firms (PEF) to submit sealed proposals for qualifications to provide planning, design, project management, and consulting services for a multi phased wastewater treatment plant expansion with matching disposal of treated effluent.

Request for Qualifications

The Town of Surf City (Town) Department of Public Utilities (Department) is seeking Request for Qualifications (RFQs) from professional Civil Engineering firms to design, consulting services, obtain all necessary permits for construction of a multi-phased wastewater treatment plant expansion with matching disposal of treated effluent. Phase one will be the expansion of current aerobic digester unit doubling it in size.

Department Profile

The Town of Surf City is located in eastern Pender County and Onslow County, North Carolina with a population of approximately 5,600 residents. The city limits encompass approximately 5.3 square miles. Surf City has a tourism and service-based economy. Surf City's current treatment plant is limited to 1.1 million gallons per day and has disposal capacity of 767 thousand gallons per day. We are currently projecting expansion to 3 MGD.

The Town of Surf City is seeking expertise in Wastewater treatment plant design engineering, project management, and consulting services.

The Town intends to award a contract to the firm whose solution most closely meets the requirements defined in this Request for Qualifications (RFQ). The firm's ability to provide a clear project path and approach towards the successful implementation, design, ability to obtain permitting, and construction of the wastewater treatment plant expansion are critical factors in the selection process.

Initial Scope of Work

The initial scope of work for the wastewater plant expansion plan is generally described within the following elements:

1. The Vendor will be expected to evaluate and explore the current condition, material, location, and structural integrity of the existing treatment plant and disposal site's systems by means of survey, video inspection, or other means necessary. Make recommendations, and design to correct any deficiencies or concerns with the existing system, make recommendations, and design for new infrastructure to be installed, ranked in order of need, to include cost estimates and CIP (Capital Improvement Plans) within a master planning document.
2. The Vendor will need to provide consultant engineering services for all survey, permits, cost analysis, environmental documents, and design.
3. Maintain compliance with funding associated with Drinking Water and Wastewater Reserve Fund (S.L. 2021-180, section 12.13 (f) or other funding sources.
4. Design, permits, and bid package for digester unit expansion will be due December 1st, 2022.

Submittal of Qualifications

Interested firms shall submit five (5) copies for Request for Qualifications (RFQs). The RFQ will contain the following elements:

- Introductory Letter - Provide an introduction letter summarizing the unique qualifications of your firm to meet the needs of this project. The letter should be presented on the firm's official letterhead and signed by an authorized representative who has authority to enter into a contract with the Town on behalf of the firm. Include the name, address telephone and email address of the individual who serves as the point of contact for the solicitation.
- Objectives – The firm's preliminary interpretation of the objectives to be achieved in the development of the wastewater treatment plant expansion.
- Project Understanding, Approach and Schedule – Provide a comprehensive narrative, outline, and/or graph demonstrating the firm's understanding and approach to accomplishing the tasks outlined in Scope of Work section of this RFQ. A description of each task and deliverable as well as the anticipated schedule for accomplishing each shall be included.
- Provide Company Background
 - Include background information on the firm and provide detailed information regarding the firm's experience with similar projects. Provide a list of all similar contracts in the past five years, accompanied by at least three references (contact person, organization, telephone number and email address).

- How many years has your company been in business?
- Please describe the ownership of your organization (Sole proprietorship, partnership, privately or publicly held corporation). If a corporation, please provide evidence that the firm is in good standing and qualified to conduct business in North Carolina.
- How many utilities are you currently engaged with and providing assistance? How many of these are within coastal communities in North Carolina? Please provide examples.
- Experience – Provide specific project experience in working with similar organizations in leading, facilitating, and developing plans as described in the RFQ. Each example should include the name and size of the organization as well as a short description/overview of the services provided. Please provide the name, title, and contact information for a person(s) from the organization familiar with the services the firm provided.
 - Project Team Experience – Provide proposed staffing, deployment, and personnel to be assigned to this project. This shall include information as to the qualifications and experience of all executive, managerial, legal, and professional personnel to be assigned to this project, including resumes citing experience with similar projects and the responsibilities to be assigned to each person. Also please include, a project-specific organizational chart which clearly illustrates the roles, responsibilities, and the reporting relationships of personnel anticipated to work on this project. The project manager should be clearly identified with qualifications, experience, and expertise highlighted as directly relevant to this project.
- Include Proof of Certificate of Insurance (COI) and appropriate licenses.
- Preferences will be given to firms who can demonstrate a successful track record in the assistance in obtaining grants.
- The RFQ schedule is summarized below:
 - 02/02/2022 – Issue and publicize Request for Qualifications.
 - 02/23/2022 – Vendor pre-qualifications questions due by 2:00pm
 - Any questions regarding the RFQ must be in writing via email to dprice@surfcitync.gov and it is the responsibility of the service provider to confirm receipt by the Town: Questions should reference the RFQ page number and section.
 - 03/11/2022 – Response to prequalified questions sent to all registered vendors by 2:00pm.
 - Responses will made available via the provided email address that the service providers have confirmed.
 - 04/08/2022 – Vendor proposals due by 2:00pm
 - Proposals must be hand delivered to:

David Price
 Director of Public Utilities
 214 W. Florence Way
 Surf City, NC 28443

or mailed to:

David Price
 Director of Public Utilities
 PO Box 2475
 Surf City, NC 28445

- 04/21/2022 – Town Review Team evaluates qualifications for conformance to RFQ.
- 04/22/2022 – Qualified firms(s) is chosen, interviews and finalization of Statement of Work
- 04/2022 – Enter negotiations; execute a professional services agreement.

*Dates subject to change.

- The Town of Surf City will receive sealed RFQs from interested firms until 2:00 p.m. (EST) on April 8th, 2022, at the above-mentioned addresses. Envelopes and/or parcels containing the RFQ should be clearly labeled “Wastewater Treatment Plant Expansion”

Evaluation Criteria

If an award is made, it is expected that the Town’s award will be to the candidate(s) whose qualifications best meet the requirements of the project(s) described in this RFQ and that are in the best interest of the Town. The evaluation criteria are intended to be used to make a recommendation to the Town Manager and the Town Council regarding the award of the contract. However, they are not bound to use criteria detailed herein exclusively or to award on the basis of recommendation given. The Town reserves the right to change and to otherwise vary from this procedure as it determines to be in the Town’s best interest.

Firms will not be considered unless the following minimum qualifications are met:

- Firm(s) must be properly registered with the North Carolina Board of Registration for Professional Engineers and Land Surveyors; and
- Firm(s) must employ at least one (1) North Carolina Registered Professional Engineer in responsible charge of the work anticipated as a result of this solicitation.

Non-exclusive evaluation criteria are as follows and will be used in the solicitation process to determine the firm that represents the best value solution for the Town:

- Ability to provide a clear project plan and proposed approach towards the successful implementation, timeline and design of expansion. **20%**
- Project management approach and process. **20%**
- Relevant experience, expertise, and qualification of the firm(s) and project team members. **20%**
- Similar experience in waste-water plant engineering with municipalities. **15%**
- Depth of team and ability to respond to urgent request. **15%**
- Proposal package responsiveness, appearance, and presentation. **10%**
- Previous experience working with the Town of Surf City or around Topsail Island.
- Familiarity with the Town of Surf City, NC region and permitting processes.

Award Procedures

The Town reserves the right to make an award without further discussion of the proposals received. Therefore, it is important that the proposal be submitted initially on the most favorable terms from both a technical and feasibility standpoint. It is understood that any proposal submitted will become part of

the public record. A proposal may be rejected if it is incomplete. The Town may reject any or all proposals and may waive any immaterial deviation in a proposal.

At a minimum, proposals will be evaluated based upon the criteria above, as well as assessments and comparisons that include evaluations of skills/experience, client service and references, and/or factors. The Town may accept the proposal that best serves its needs, as determined by Town officials in their sole discretion. More than one proposal from an individual, firm, partnership, corporation, or association under the same name or different names, will not be considered.

The Town does not have the authority to establish local preferences of any kind and is bound by law to take into consideration quality, performance, and time specified in the proposals for the performance of the contract. However, it is the desire of the Town to contract with vendors and contractors familiar with local conditions whenever possible.

RFQ Review & Evaluations

After receipt of the RFQs, a committee will review and evaluate the content and qualifications presented in each package. Based on the review and evaluation of all RFQs received, the committee will recommend from one (1) firm to a maximum of three (3) firms to invite for an on-site (or virtual) interaction session with personnel to discuss the information contained in the RFQ and other general and/or specific inquiries. Presentation or discussion of cost proposals will be excluded during this process. At the conclusion of the interviews the selection committee will rank the firms based on the selection criteria and the interviews. By submission of qualifications in response to this RFQ, respondent accepts the evaluation process as outlined in the RFQ, acknowledges, and accepts that determination of the "most qualified" firm may require subjective judgments by the Town. The Town will provide written notification to all firms regarding final selection by March 16th, 2022.

Negotiations

Upon completion of the selection process, the highest ranked firm will be asked to submit a cost proposal to begin contract negotiations for a fair and reasonable price. If an agreement cannot be made with the top scoring firm/team, the Town will move on to the next highest scoring firm/team until a contract is executed, or the Town, in its sole discretion, may decide to terminate the selection process. If the Town is unsuccessful in receiving a price proposal which is agreeable, the Town may decide to terminate the selection process.

RFQ Point of Contact

Questions regarding this RFQ shall be directed to:

David Price

Director of Public Utilities

Town of Surf City

dprice@surfcitync.gov

910-329-1055